



CITY OF KIRKLAND PARKS & COMMUNITY SERVICES

PICNIC SHELTER AND PICNIC AREA RENTAL GUIDELINES

123 5th Avenue, Kirkland, WA 98033 / 425.587.3300
kirklandwa.gov / kirklandparks.net / eparks@kirklandwa.gov

INTRODUCTION

Thank you for choosing Kirkland parks for your event! This Guide provides information needed to make a facility reservation for private events at picnic shelters and picnic areas offered at kirklandparks.net. For events open to the public, please visit the Special Events section of the City of Kirkland website, at www.kirklandwa.gov.

RESERVABLE AREAS AND CAPACITIES

Picnic site, seating/table details, power and restroom information and the amenities included at each location are detailed at kirklandparks.net. Rentals include the use of the picnic space and approximately 15' of lawn (where available). If additional space is needed or an athletic field is desired, email eparks@kirklandwa.gov or call 425.587.3330 for information. Athletic fields are available by permit only. All other park areas and amenities remain available to the general public and access cannot be denied. Site capacity is as follows:

- **132nd Square Park Picnic Shelter/Area** – 75 People
- **Crestwoods Park Picnic Area** – 200 People
- **Everest Park Picnic Shelter** – 100 People
- **Houghton Beach Park Picnic Area** – 25 People
- **Juanita Beach Park Picnic Area 1** – 50 People
- **Juanita Beach Park Picnic Area 2** – 25 People
- **OO Denny Park Picnic Shelter** – 100 People
- **OO Denny Park Picnic Area** – 50 People
- **Waverly Beach Park Picnic Shelter** – 30 People

The Marina Park Pavilion and indoor facilities are also available to rent. Visit kirklandparks.net for information.

WHEN TO RESERVE

Reservations can be made up to six months in advance and a minimum of seven calendar days in advance is required.

How To CHECK AVAILABILITY, SITE AMENITIES & CAPACITY RESTRICTIONS

Calendar: Visit the City's kirklandparks.net website

Phone: 425.587.3300

Email: eparks@kirklandwa.gov

RENTAL DAYS AND HOURS AVAILABLE

Picnic areas are offered to rent from 9am to 2pm, 3pm to 9pm or all day. Rental periods must include all time needed for set-up, clean-up, deliveries and pick-up of equipment. Picnic areas are available to rent seven days a week with the following exceptions:

- 4th of July
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

Note: There may be multiple events on the same day, please arrive and depart at your scheduled time!

RENTAL FEES

- 1 to 50 People - \$50/Block Resident, \$60/Block Non-Resident, \$100 Resident/All Day, \$120 Non-Resident All Day
- 51 to 100 People \$85/Block Resident, \$102/Block Non-Resident, \$170 Resident/All Day, \$204 Non-Resident All Day
- 101 – 200 People \$120/Block Resident, \$144/Block Non-Resident, \$240 Resident/All Day, \$288 Non-Resident All Day

Includes

- \$25 Non-Refundable Booking Fee for rentals totaling below \$100
- \$50 Non-Refundable Booking Fee for rentals totaling \$100 to \$250
- \$250 Non-Refundable Booking Fee for rentals above \$250

REQUIREMENTS NEEDED TO MAKE A RESERVATION

1. Renters must be 18 years of age or older.
 2. Create an account at kirklandparks.net.
 3. Reservations requests are accepted at kirklandparks.net, by phone or in person (see above for phone number and office address). To reserve, be prepared with the following:
 - Date
 - Time
 - Type of Event (private, by invitation only required)
 - Attendance (capacity cannot be exceeded)
 - An event description
 - Confirm inflatables and dunk tanks won't be used
 - Additional requirements apply if admissions or high risk activities are included and will be due 60 calendar days prior to the event date, before a reservation can be finalized.
- Payment (Visa, MasterCard, check or cash)

CONFIRMING A RESERVATION

Once the waiver form, hold harmless, fees and any additional requirements (if any) are processed, a rental confirmation (including payment details) will be sent by email to the account address provided.



CANCELLATION & CHANGE POLICY

No refunds will be provided due to weather conditions. Policies are subject to change. Cancellations must be made in writing (email is acceptable). Email eparks@kirklandwa.gov.

Rentals Up To \$100

- 30 or more days prior to the event - full refund less the \$25 Booking Fee

- 29 days or less – no refund

Rentals Between \$100 and \$288

- 30 or more days prior to the event - full refund less the \$50 Booking Fee

- 29 days or less – no refund

Once a permit is issued, changes must be made in writing. A minimum of 29 or 60 calendar days' notice is required for rescheduling (depends on rental cost). For changes to the scope of an event, additional requirements and deadlines may apply.

ALCOHOL

Alcohol is not allowed at any picnic shelter or picnic area. Serving alcohol without proper approval and permits, and/or in violation of any city policies and procedures may result in a police citation, immediate shut down of the event, and/or additional fines and fees.

PARKING

Parking, when available on-site, is offered on a first-come, first-serve basis and is not guaranteed. Parking is not available to reserve. Groups are encouraged to carpool.

LICENSES, PERMITS & CATERING

Renters shall be responsible for obtaining and maintaining at no cost to the City, all licenses, permits and other authorizations required to legally conduct rental activities.

SITE AMENITIES & ADDITIONAL EQUIPMENT

The site amenities included at each location is detailed at kirklandparks.net. If you plan to have a company provide equipment, please note all equipment must be delivered and picked up during the reservation time.

ADMISSIONS & DONATIONS

Charging admissions is possible through pre-sale only and sales cannot exceed capacity. On site admission sales are not allowed. A 5% WA State Admission Tax may apply, payable through the City. The charge of admissions must be disclosed at the time of reservation and instructions will then be provided. Unsolicited donations may be accepted. Donations cannot be required to gain access or to attend.

BARBEQUE GRILLS

Personal, gas/propane operated barbeques may be brought in for use. A drip pan is required. Safety of guests, park visitors and the Pavilion are required when considering placement. Charcoal barbeques are not allowed, unless an existing amenity on-site.

RESTROOMS

Open March 1st – November 1st

PARK FACILITY EMERGENCIES

For park related facility emergencies, call **425.587.3300** Monday through Friday 8am to 5pm. Evenings, weekends and holidays, call the Parks Crew After Hours Number **425-864-3431**. For Kirkland Police Department non-emergencies call **425-577-5656**.

RIGHTS & PRIVILEGES

- Groups with rental confirmations have the right to enjoy the specifically rented area for the time indicated on their confirmation. Be sure to have a copy (electronic or paper) of your permit with you at the park to avoid scheduling conflicts.
- Should a conflict occur, please provide proof of the reservation. If assistance is needed, call the numbers listed under the Park Facility Emergencies section for assistance.
- Your approved reservation allows you exclusive use of the Pavilion only. All other areas of the park remain open to the general public. The entire park cannot be closed to a private group or function under any circumstance.

RENTER'S RESPONSIBILITIES

Applicant must be in attendance at the event and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Pick up all litter and place all garbage in trash receptacles.
- Make area presentable for the next group.
- Ensure everyone attending event are following City Codes, Policies and Ordinances.

CITY CODES, POLICIES & ORDINANCES

All City of Kirkland codes and ordinances are in effect and enforced at all City of Kirkland facilities. Regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc. per the City of Kirkland Municipal Code and Chapter 11.80 Park Rules

KirklandCodesandLaws.htm. During the rental of city facilities, renter agree to comply with all local, state and federal non-discrimination laws, regulations and policies.

The following activities are prohibited:

- Sound may not be amplified or travel beyond 50 ft. of its origin for private events
- Motorized vehicles on the turf, grass or sidewalks
- Digging and/or driving stakes into the ground. If canopies or tents are used, they must be weighed, not staked and must be within the rented area. Certain size tents may require an International Fire Code permit from the Kirkland Fire Department (425.587.3600).
- Dunk tanks, pony rides, trackless trains, inflatables (bouncy houses, hamster ball, bubble soccer), laser tag
- Solicitations and advertising
- Business use of a park requires a formal contract with the City and is not an option through the Facility Use Permit process.